

~~CONFIDENTIAL~~~~Security Information~~

Executive Registry

3-24-05

Accounting - 10

SEP 11 1952

MEMORANDUM FOR: 25X1A

SUBJECT : Authorization to Incur Representational and Other Expenses

To facilitate the accomplishment of your assigned mission, the following provisions are made:

a. The sum of \$112,500 is approved for allocation by the Comptroller to cover estimated expenses for the remainder of fiscal year 1953. This amount is subject to appropriate revision based upon experience data gathered at your post and is initially calculated to provide:

(1) Salaries	\$56,500
(2) Quarters allowance (if not furnished by the Government)	15,000
(3) Travel expenses, including local travel	18,000
(4) General overhead expenses, space, supplies, equipment, vehicle maintenance repair, and operation, pay of indigenous personnel and related administrative expenses	6,000
(5) Representational allowance, including special travel allowance	9,000
(6) General operational expenses, including development and conduct of operations	8,000

b. All delegations of authority specified in the Confidential Funds Regulations to Chiefs of Station are applicable to you with the provision that Headquarters' approval as specified therein (Assistant Directors or others) shall, in this case, be deemed to be the Deputy Director or his designee, who will also be Approving Officers for expenses incurred under this authorization.

Document No.

No Change in Class. ☐☐ Reclassified

Class. Changed To: TS

Auth.: HR 70-2

Date: 6/28/78

By: [Signature]

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c. You are authorized to direct and perform travel without further orders to and from such places, and in such order as may be necessary in the performance of your mission (except travel to and from the U. S.). Prior to such travel, which will necessitate absence from your post for a period of more than twenty-four hours, you will, except in case of emergency, notify Headquarters of the estimated dates of your departure and arrival. If possible, such notice should be by cable at least three days in advance of your departure. During such travel, you are authorized a representation allowance up to the amount of \$10 per diem, payable for all or any part of the day. Accounting for such allowance will be your statement that the entire sum claimed (including regular per diem) has been expended for necessary purposes to defray normal living and traveling expenses and in the maintenance of your official position. Due to the necessity of maintaining official representation at your post, your wife is authorized to accompany you to your post at Government expense, and you are authorized to transport, at Government expense, a personal automobile and such personal and household effects as you may require at your post. Reimbursement for such travel and transportation will be in amounts specified in Foreign Service Regulations.

d. You are authorized representational allowances at your post for the purpose of maintaining superior quarters, employment of additional servants, and general maintenance of a standard of living commensurate with your official position, within the limits of funds available to you for this purpose and other representational purposes. Accounting for such allowances will be your statement that the entire sum claimed (including regular allowances) has been expended for necessary purposes to defray normal living allowances and in the maintenance of your official position.

e. You are authorized a representational allowance for the purpose of official entertainment and token gifts, as required, within the limits of funds available to you for this purpose and other representational purposes. Accounting for such allowances will include a statement of the purpose of the expense, principal guests and place of entertainment and receipts, if available, or in lieu thereof, a statement covering the absence of receipts.

f. General administrative and operation expenses will be accounted for in accordance with existing procedures, the details of which are available at your post.

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g. Pursuant to your request, there is attached a statement as to your financial account.

SIGNED,

WALTER B. SMITH  
Director

Enclosure


Distribution:

- Orig. and 1 - Addressee
- 1 - Admin. Files (yellow) *Comptroller*
- 1 - DD/P
- 2 - Signer

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Comptroller	<i>[Signature]</i>	13 Sept 54
2	Chief, Finance Div	<i>[Signature]</i>	17 Sept.
3			
4			
5			
FROM		INITIALS	DATE
1	O/DCI	WBS	11 Sept 54
2		<i>[Signature]</i>	
3			

- |                                      |   |                                    |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL    | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION      | <input type="checkbox"/> DIRECT REPLY         | <input type="checkbox"/> RETURN    |
| <input type="checkbox"/> COMMENT     | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH  |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION       | <input type="checkbox"/> FILE      |

REMARKS:

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<b>CONFIDENTIAL</b>		
16 Dec 52 (Date)		
TO: Comptroller		
BUILDING Central	ROOM NO. 209	
REMARKS:		
<p>Mr. Hedden has reviewed the attached letters of instruction to Senior Representatives. He wants to discuss further the following:</p> <p>✓(1) Senior Representatives do, of necessity, entertain other Americans with CIA money. Mr. Hedden feels that they should have some assurance that they will never be requested to pay back this money.</p> <p>✓(2) He believes that Senior Representatives do not now have authority to spend money to exploit targets of oppor- <u>over</u></p>		
FROM: ADD/A		
<b>CONFIDENTIAL</b>		
BUILDING Admin.	ROOM NO. 226	EXTENSION 717

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tunity without Headquarters' permission and feels that they should have this permission with funds varying from \$500 to \$2500, depending upon the size and mission of the station.

(3) He wonders what the differences in allowances are at the various posts and suggests that we analyze them to determine whether or not they are proper.

Would you please look into these points and discuss them with me by Friday, if possible, so that I can discuss them with Mr. Hedden early next week.

  
LKW

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